

MINUTES

ADVISORY SCREENING COMMITTEE FOR A NEW CITY MANAGER

OLD CITY HALL, 510 GREENE STREET

WEDNESDAY, MARCH 7, 2012

A regular meeting of the Advisory Screening Committee for a New City Manager of the City of Key West, Florida was held in Commission Chambers, Old City Hall, on Wednesday, March 7, 2012.

The Madam Chair called the meeting to order at 6:01 p.m.

Answering roll call were Sam Holland, Richard Klitenick, Sandra McMannis, Virginia Panico and Madam Chair Shirley Freeman

Committee Members Barry Barroso and Omar Garcia were absent.

Also present were Liaison Members Sandy Gilbert and Martha Arencibia, Assistant City Attorney Larry Erskine and City Clerk Cheri Smith.

The pledge of allegiance to the flag of the United States of America was given by all present.

APPROVAL OF AGENDA

It was moved by Mr. Klitenick and seconded by Ms. Panico to approve the agenda. There were no objections.

APPROVAL OF MINUTES

1) February 15, 2012

It was moved by Mr. Klitenick and seconded by Mr. Holland to approve the minutes of February 15, 2012.

The Chair asked for objections, seeing none the minutes of February 15, 2012 were approved.

DISCUSSION ITEM:

REVIEW OF CITY COMMISSION ACTION

Assistant City Attorney Erskine reported at last night's City Commission meeting after considerable discussion the City Commission agreed to retain the services of Colin Baenziger & Associates. They authorized the first four phases and were in full support. They took out phase five which was "Negotiation, Warranty & Continuing Assistance". The City Commission felt like that phase of work was not warranted and that brought down the total amount to \$19,750.00.

Madam Chair Freeman stated her concern was phase five includes the warranty. The warranty is important because if the selected new City Manager leaves for any reason during the first year Colin Baenziger will repeat the search at no charge. This information was not discussed at the City Commission meeting. It was suggested to get a break down price of the warranty.

ACTION ITEMS:

RETENTION OF CONSULTANT

It was clarified the City is entering into a contract with Colin Baenziger and the City is piggy backing on the Hernando County contact and the City will not have to go through the competitive bidding process. Assistant City Attorney Erskine stated once the resolution has been executed by the Mayor the recruitment firm could get started. Madam Chair Freeman stated she spoke with Mr. Baenziger and he is ready to get started. He doesn't need a formal contract, he has the City Commission approval and he is satisfied.

It was also clarified Colin Baenziger would receive the resumes and they will compile a list and forward both the list and the resumes to the City on a weekly basis.

Madam Chair Freeman reported in Mr. Baenziger's memo dated March 5 he states one of the first phases is to gather information about Key West and the challenges the next City Manager would

face. In order to do this Mr. Baenziger said he would like to interview each Committee Member; he could do phone interviews or come to Key West to meet with them in person. Madam Chair Freeman stated she had reserved the City Manager's Conference Room for Monday, March 12 and if the Committee members are available she will set up the interviews in thirty minute intervals. Mr. Baenziger said if he could get at least five members to interview he would make the trip to Key West. The Committee Members agreed it was very important for each Commissioner to meet with Mr. Baenziger if they were available. Madam Chair Freeman asked each Committee Member to contact their City Commissioner and inform them Mr. Baenziger will be here on Monday, March 12 and Madam Chair Freeman will contact them later in the week to schedule appointments.

There was no formal action taken on this item.

TIMELINE

The Committee Members discussed Mr. Baenziger proposed project schedule and Ms. McMannis stated she had a conflict with May 21 and that is when the Committee reviews the semi-finalists and selects the finalists to be interviewed. Ms. McMannis asked if the meeting could be moved to May 18.

After discussion it was moved by Ms. Panico and seconded by Mr. Klitenick to approve the schedule upon the availability of the Committee Members and the firm.

The Chair recognized the motion and second and asked for verbal approval. There were no objections.

RECOMMENDATIONS TO CITY COMMISSION

Madam Chair Freeman stated their recommendation would be for each Committee Member to contact their City Commissioner to meet with Mr. Baenziger.

No formal action was taken on this item

FUTURE MEETING DATES

There was discussion concerning the recruitment profile and it will be submitted to the Committee by Mr. Baenziger on March 19 and any comments were due back to him on March 23.

It was moved by Ms. Panico and seconded by Ms. McMannis to schedule the next meeting at 4:00 p.m. on March 22.

The Chair recognized the motion and second and asked for verbal approval. There were no objections.

CITIZEN COMMENTS:

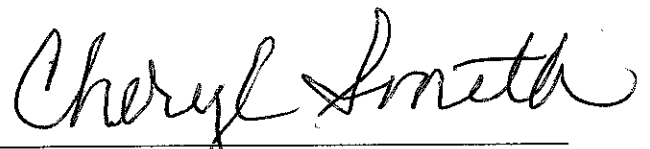
None

COMMITTEE COMMENTS:

Ms. Panico reported she had received a resume from Mr. Kenneth Brooks Davis and she would submit it to the City Clerk for distribution.

ADJOURNMENT:

There being no further business the meeting was adjourned at 6:44 p.m.



Cheryl Smith, CMC, CPM
City Clerk